

Request for Entry of Order

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Request for Entry of Order** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** The attach the PDF document screen displays.
- ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 7.** Check the **refer to existing event(s)** box.
- ☐ Click **Next**.
- STEP 8.** Select the category to which your event relates.
- ☐ Click **Next**.
- STEP 9.** Select the appropriate motion to which your event relates.
- ☐ Click **Next**.
- STEP 10.** A case verification screen displays.

- ☐ Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.